MEMORANDUM FOR:

Director of Training

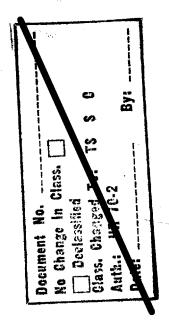
SUBJECT

Non-Olk Training

1. Pursuant to your request of 21 July 1954, a survey of the offices and staffs reporting to the Deputy Director (Administration) has been made, with the following results:

- a. Reports on this subject from the Security and Logistics Offices were in such detail as to warrant their inclusion as Tabs "A" and "B" to this memorandum.
- b. Responses in the negative to the question raised in your memorandum were received from the following offices, with the general qualifying statements appropiate to each:
 - (1) General Counsel: No non-OTR training given or contemplated.
 - (2) Comptroller: No non-Olk training given or contemplated. However, they do give numerous briefings, many of them on specific financial problems existing in geographic areas, to personnel departing for overseas. Although on a recurring basis, these do not occur with any predictability, and should be considered as a form of "on-the-job training."
 - (3) Auditor-in-Chief: No non-Olk training given or contemplated.
 - (4) Medical Office: No non-OTR training given or contemplated. However, the Medical Office does give quite a bit of attention to periodic internal, on-the-job briefings of its medical personnel on latest developments particular to their vocational field. For the most part, this training is given on a very informal basis to the medical technicians. As a part of the Emergency Planning Program, the Medical Office has currently scheduled a formal, classroom presentation of First Aid Training (eight to ten hours) to be given to people from each component, nominated to the Medical Office. is to give the lectures; no plans exist for making this a recurrent offering of the Medical Office, however,

25X1





25X1

Approved For Release 2002/07/12: CIA-RDP78-04718A001300280074-8

SECRET

COMPLDENTIVAL.

- (5) Management Staff: No non-OIR training given or contemplated.
- (6) Project Administrative Planning Staff:
 No non-CER training given or contemplated. However,
 in the normal course of their duties, the staff
 constantly confers on a case basis, with personnel
 from the DD/P area which they serve, in order to
 prepare individual administrative plans, and to
 this extent they are continually offering an informal, on-the-job training, but to other than their
 own personnel.

Special Assistant to the Deputy Director (Administration)

Attachments:
Thbs "A" and "B"